



State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Facilities Services Department

State Capitol or Plaza Reservation

INSTRUCTIONS: Form must be filled out completely, printed, signed and delivered by (1) fax to 405.521.6873; or, (2) email as a scanned document or PDF document signed with a digital signature to capitol.reservation@omes.ok.gov; or, (3) U.S. mail to Facilities Annex, Attn: OFM Admin. Receptionist (Capitol), 2222 N. Walnut, Oklahoma City, OK 73105; or, (4) hand-deliver to State Capitol Building, 2300 N. Lincoln, Room B-22, Attn: Brenda Johnson.

NOTE: Lack of a set-up diagram, waiver letter, detailed information about fund raisers etc., whenever applicable, may result in the delay or rejection of the reservation.

A. PERMITTEE INFORMATION

Legal Name of Organization: _____ if State Agency, Agency # _____
Contact Person Name: _____ DL#: _____
Phone: _____ Fax: _____ E-mail: _____
Street/P.O. Box: _____
City: _____ State: _____ Zip Code: _____
Permittee preferred method of official contact (check one only): ☐ E-mail ☐ Fax ☐ Mail

B. EVENT INFORMATION

Event Type: ☐ Private (Non-profit only) ☐ Public (Non-profit only) ☐ State Agency
Purpose/Title of Event: _____
Event Date: _____ Event Time: from _____ to _____ Ceremony Time: from _____ to _____
Number of participants: _____ Number of buses involved: _____ ☐ Signs or Banners
Area Requested (**NOTE:** Public areas in the State Capitol building do not have heating or air conditioning.):
☐ 1st Fl. Rotunda ☐ 1st Fl. North Hallway ☐ 2nd Fl. Rotunda ☐ 3rd Fl. Balcony ☐ 4th Fl. Rotunda
☐ 1st Fl. East Hallway ☐ 5th Fl. Balcony ☐ North Plaza ☐ South Plaza
☐ Other (call 405-521-2121): _____

Items Requested:

(All items are not available for outside use during evenings or week-ends; *Not available for evening or week-end use.)

☐ Trash Cans - 40 gal. (max 12) #: _____ ☐ Stage
☐ Risers - 10 person (max 2) #: _____ ☐ Floor Model Lectern (Podium*)
☐ Small Sound System/Microphone*
☐ Large Sound System* ☐ Other (call 405-521-2121): _____, #: _____

Setup special instructions (Please include diagram.):

C. APPLICANT CERTIFICATION

I, the undersigned applicant, being duly authorized to sign for the organization named herein, have read and understand the reservation terms and conditions which are defined on page 2 of this permit and the *Rules for Use of Public Areas of the Capitol Building & Plazas (580:10-5)*, and have caused this application to be executed this ____ day of _____, ____.

Signature of Applicant: _____

D. DCAM OFFICIAL USE SECTION

This reservation application is:

- ☐ Approved
☐ Disapproved

Date

STATE CAPITOL OR PLAZA RESERVATION TERMS AND CONDITIONS

1. Reservations for casual, intermittent personal use, as defined by the Division of Capital Assets Management (DCAM), require no advance notice.
2. A reservation application and check for any applicable fees for use of the State Capitol must be received by DCAM at least ten (10) business days prior to the date of the proposed event. In case of emergency after business hours, contact State Capitol Patrol at 521-2316.
3. Permittee must bring a copy of the reservation application, approved by the Division of Capital Assets Management, to the event.
4. Permittee agrees to comply with rules regarding the use of public areas of the State Capitol and Plazas and applicable state and federal laws. Failure to comply may result in the termination of the reservation and discontinuance of the event or activity. Rules include, but are not limited to: audio devices used at a decibel level that is disturbing or disruptive to the ongoing work of employees in the State Capitol will be adjusted accordingly; any electrical cords used for events or exhibits must be placed out of the flow of traffic or covered with a cord protector; public areas of the State Capitol will not be used for events or exhibits requiring the use of cooking or heating elements of any kind; no confetti, balloons, rice, birdseed or other similar substances or candles may be used inside the State Capitol; signs and banners of any kind are prohibited inside the State Capitol unless authorized in a reservation; use of handheld signs and signs on hand sticks are allowed in the Plazas. Ropes and stanchions are placed in public areas of the State Capitol for safety reasons and shall not be moved to accommodate an event. Please review *Rules for Use of Public Areas of the Capitol Building & Plazas (580:10-5)* carefully.
5. No discrimination will be made against any person because of race, creed, sex, age, color, disability, religion, place of residency or national origin pursuant to any activity relating to this reservation.
6. Liability insurance may be required for any event open to the public. DCAM shall define limits based upon risk, spectator attendance and past loss histories from similar events. Such insurance shall be provided by a reputable and solvent insurance or surety company duly licensed to do business in the State of Oklahoma. Such policy shall name the permittee and the Oklahoma Office of Management and Enterprise Services, Division of Capital Asset Management as insured or additional insured to an existing policy. Such policy shall be provided to DCAM five (5) days prior to the commencement of the event.
7. Representatives of the Division of Capital Assets Management or State Capitol Patrol officers reserve the right to visit and inspect the premises used by permittee at any reasonable time.
8. Reservations for events may not be permitted due to potential health and safety risks or at any other certain time when overcrowding of the State Capitol is anticipated. Such determination shall be at the discretion of DCAM.
9. The permittee agrees to indemnify and hold harmless the Oklahoma Office of Management and Enterprise Services, Division of Capital Assets Management and staff from any and all claims, actions, lawsuits, liability, damage, injury, penalty, fine, loss, sustained directly or indirectly, by any person, authority or entity for injuries or damages of any kind or character, whether through negligence, tort, fraud, accident, intentional, or otherwise based upon the use or occupation of the facilities herein described or by reason of any acts or omissions of the permittee, its officers, agents, employees, guests, patrons, invitees, or any other party whomsoever.
10. The permitted site will be fully and promptly restored to pre-use conditions by the permittee. A damage deposit, which will not exceed five hundred dollars (\$500.00), may be requested by DCAM for certain permits.
11. The permittee agrees that all exhibits and exhibitors present in the permitted site shall be relative to the purpose of the event stated by the permittee in the reservation application.
12. The contact name and telephone number along with the event description provided in this reservation form will be published on the Division of Capital Assets Management website calendar for public access, with the exception of private functions such as weddings.